Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020031-1

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18 June 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 19-53 (SUPPLEMENT NO. 1)

SUBJECT: Prior Approval of Overseas Travel

1. The Deputy Director (Administration) has issued instructions requiring prior approval by him of any official travel to an overseas area by personnel under his jurisdiction.

2. Requests covering employees of the Personnel Office must be submitted to the Personnel Director sufficiently in advance of the proposed departure date to allow for action by the Deputy Director (Administration). Generally, two weeks will be considered the minimum advance period; however, a shorter period may be justified in emergency situations.

[redacted] FOIAb3b

GEORGE E. MELOON
Personnel Director

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